

LOCAL AGENCY CONSTRUCTION CONTRACT ADMINISTRATION CHECKLIST

Local Agency _____

I ADVERTISE AND AWARD PROJECT

A. Project Advertisement

Projects are not advertised until the Authorization to Proceed (E-76) for the construction phase has been approved by Caltrans (or the FHWA for nonexempt projects).

For NHS projects, a minimum of three weeks for project advertisement (15.4 "Project Advertisement").

B. Contract Bid Opening

All bids are opened publicly and read aloud either item-by-item, or by total amount. If a bid is not read, the bidder is to be identified and the reason for not reading the bid announced (15.5 "Contract Bid Opening")

The following documents will be completed and retained in the project files.

For NHS Projects, a list of bidders and total amount bid with an item-by-item breakdown (Exhibit 15-D, "Sample Bid Tabulation Summary Sheet") of the three lowest bidders.

Local Agency-Bidder DBE Information Sheet (Exhibit 15-G) if a DBE goal is specified.

Bidders' list to be compiled from prime and subcontractors bidding or quoting on contract.

EEO Certification (Exhibit 12-E, Attachment C), The Noncollusion Affidavit (Exhibit 12-E, Attachment D), Non-Lobbying Certification (Exhibit 12-E, Attachment F), Disclosure of Lobbying Activities (Exhibit 12-E, Attachment G)

Local Agency Bid Opening Checklist (Exhibit 15-I)

C. Contract Award

Contracts are awarded on the basis of the lowest responsive bid from a responsible bidder (15.6 "Contract Award").

For all NHS projects, a bid analysis will be performed (15.6 "Contract Award").

No negotiations with contractor occurred prior to award (not allowed)

The following documents will be forwarded to the Caltrans District Local Assistance Engineer immediately after award of the contract:

Contract Award Checklist (Exhibit 15-L)

Distribution: Local Agency Project File

Detail Estimate (Exhibit 15-M)

Finance Letter

RE's Checklist

D. Subcontracting

For all NHS projects, at least 30% of the contract work is to be performed by the prime contractor (see Chapter 16, Section 16.6 "Subcontractors")

Date